

30 April 1974

STATINTL MEMORANDUM FOR: [REDACTED] OC-EXA

SUBJECT : COMCON Phase I Project Proposal

REFERENCE : Memo, Subject: OC Map Support  
dated 28 February 1974,  
STATINTL From [REDACTED] Paragraph 1a.

I. INTRODUCTION

As stipulated in the Feasibility Study for this project, dated 8 November 73, the requirements for an Office of Communications (OC)/Management Assistance Program (MAP) Personnel Control and Reporting System were in large part the requirements of the PERSIGN/STAFFING applications, which encompasses all Agency-affiliated employees. PERSIGN and STAFFING are only the foundation of a concept known as the Manpower Control System (MCS) which is to be a one man/one record approach to Agency-wide personnel information requirements. Eventually, the MCS will contain information on cover, fitness reports, the employee locator, medical assignability, passports and other agency credentials, employee training records and qualifications, insurance, hospitalization, personnel assignment, and the Agency's Table of Organization. This project, COMCON, should be inexorably linked to the development of the MCS and should assume the same phasing scheme, activating new segments of information as MCS projects are implemented. The establishment of supplemental OC data files linking to various files within the MCS will provide the Office of Communications (or any other office for that matter) with a workable Personnel Assignment and Control system. This proposal only addresses itself to the first phase of COMCON, which will be interfacing with the first phase of PERSIGN and STAFFING, and does not attempt to provide an interim solution for those OC requirements which will be fulfilled in subsequent phases of the MCS development.

II. DESIGN CONSIDERATIONS

The COMCON project will necessarily impact on the PERSIGN/STAFFING project in all phases, and have an effect in

the long run over specific projects within the Manpower Control System in accessing OC related data items from these systems. In order to minimize duplication of data and to maximize the effective use of data interplay among all projects within MCS, the design of COMCON should be in concordance with the capabilities existing within MCS. Therefore, the COMCON project should be evaluated in the areas of resource availabilities and data base considerations. For the resource category these are: (1) CPU utilization; (2) storage requirements; and (3) processing Algorithms. The considerations to be taken into account for the PERSIGN/STAFFING data base are: (1) overall data integrity; (2) user convenience and security; (3) flexibility and generality; (4) strict lock-out procedures in order to inhibit OC from retrieving data items of other offices in the data base; and (5) security controls to prevent OC from updating any PERSIGN record.

A. RESOURCE AVAILABILITIES

1. CPU Utilization

It is estimated that the COMCON Project will require 2.5% of the total available CPU time of GIM-II for maintaining its portion of the data base. This estimate is based on the projection of data input by O/C to be approximately 40 transactions per week - along with the method by which the COMCON data lists retrieve personnel data from PERSIGN/STAFFING files. The bulk of all O/C system interaction is in retrieval of this data. The number of on-line terminals is set at two(2): one located at HQ (2D00) and another at Magazine Bldg. (O/C Admin. section). This level of user activity and CPU utilization will not degrade any other GIM-II application/Projects.

2. Storage Requirements

Since COMCON derives approximately 75% of its information from PERSIGN/STAFFING via the GIM facility of file I/O (i.e. spans) the actual number of GIM records exclusive to its own use is in the neighborhood of 2 to 3 million bytes of storage space.

3. Processing Algorithms

All COMCON requirements can be satisfied using the existing GIM-II software facilities. Editing of input data is at a minimum, since the philosophy of this system is one of data gathering from PERSIGN/STAFFING.

Most edits, however,,will be done at the dictionary level, thereby avoiding user contention when GIMS procedures are used.

## B. DATA BASE CONSIDERATIONS

### 1. Data Integrity

The COMCON project will guarantee data base integrity by: (1) using the Social Security Number (SSN) as the method of identifying a specific and unique item (record) within the data base; (2) edit and validation of data input via procedures, specifically at the dictionary level; (3) allowing no possible means for updating the PERSIGN/STAFFING files.

### 2. Data Security

Data Base Security will be maintained by limited access of O/C users to the overall PERSIGN/STAFFING files, allowing OC only the facility for data retrieval of records of O/C personnel, or of individuals occupying OC positions from outside organizations. OC can update data only within its own peculiar file organization, i.e. only data which it itself is maintaining. A unique naming scheme will be adopted for PERSIGN/STAFFING data lists thereby preventing retrieval of non-O/C data.

### 3. User Interface

The PERSIGN/STAFFING project in Phase I will provide approximately 75% of the data attributes necessary for OC for its system and associated reporting mechanism. The data base will be on-line during normal working hours (0800 to 1700) and available for batch processing during the evening (1700 to 2400). During the day it is encouraged that on-line updates be kept at a minimum. Extracts for reports will be coordinated with the Data Access Center/OJCS. This will insure satisfactory response time under normal situations.

### 4. User Security

In order to ensure protection of the data files, the Data Access Center/OJCS (DAC) will provide support

and backup facilities whenever the system crashes (restore, reprocess), or a deadlock situation occurs (e.g. channel I/O contention). Priorities will be assigned to user-directed queries/updates depending on the system effects that would be engendered by these statements. System security routines are an inherent feature of the GIM-II DMS architecture, thus ensuring controlled user access.

#### 5. Flexibility and Generality

The Phase I design of COMCON will allow for the future association of the personnel-oriented data files with other systems/projects when and if projects are interfaced in the last stages of the Manpower Control System (MCS). Projects such as CENBAD - from which passport information is a requirement, CENCO - cover and a history of cover, MEDSIGN - medical (physical dates, innocations confirmed) information, TRAINING - an individuals training profile are all either planned or anticipated projects to be incorporated into the entire MAP effort. The COMCON application must be allowed the flexibility of future interface with the aforesated projects.

### III. PROJECT DESIGN

COMCON will be a GIM-II application with file linkages to the PERSIGN/STAFFING data lists: PERSIGN1, PERSIGN2, POSNR, ORGCODE, and MAINID. The linkage to MAINID will serve for verification of data and the file will serve as a history repository. The other file linkages are for record retrieval of data pertaining only to OC. The data lists exclusive to OC will comprise three in number. A station index file containing associated information about that station, an overseas index file showing personnel assigned or planned to be assigned to an overseas installation (or vic versa, from an overseas installation to another installation, regardless of the new location); a main OC personnel file containing the linkages (spans) to the PERSIGN/STAFFING files, along with peculiar OC data attributes (see attachment 1). These data lists will be interrelated in order to form the manning system required by OC in Phase I.

After completion of a GIM-II user's training course O/C users will have a knowledge of the tools available to them for accessing and updating their files.

Hard-copy reports will be produced using the Basic Automatic Report Formatter (BARF), for those categories of reports which can be produced in Phase I. Attachment 2 delineates the reports required by OC stating which can be produced in Phase I. The reports will be produced using computer batch facilities.

#### IV. PROJECT DELIVERABLES

The deliverables from the COMCON application include:

1. A GIM-II data base oriented towards personnel assignment and control.
2. The quantitative aspects as outlined in section III.
3. User training in GIM-II necessary for interaction with the system.
4. Terminal installation at Headquarters (2D00) and at Magazine.
5. Adequate documentation of the system, so that the user can exercise the proper managerial and operational controls of his data base.

The responsibility for management and coordination during the development phase falls upon a data base manager usually the Project Leader who is designated by the Computer Branch involved in the development. The coordination between the user's office and the programmer(s)/analyst(s) doing the actual coding is the responsibility of a liason person, appointed by OC, serving as an "Information Management Officer". Upon completion of project development it remains the sole responsibility of the customer office to coordinate activities between: 1. The Data Access Center, 2. OC users, 3. Task requests levied upon OJCS.

#### V. PROJECT SCHEDULE

The anticipated mile stones for this project are as follows:

1. Commence COMCON Project - 1 May 1974
2. Review of COMCON - 15 May 1974  
PERSIGN Interface
3. Review of Specifications - 31 May 1974
4. System Review - 14 June 1974
5. On-line Testing - 17 June 1974

- 6. Acceptance Testing - 15 July 1974
- 7. User Training - 45 days after completion  
of PERSIGN/STAFFING Project
- 8. Production Status - 60 days after completion  
of PERSIGN/STAFFING project

#### VI. MANPOWER REQUIREMENT

1. One GIM-II computer programmer/analyst will be required for 50% of his time for the project, starting 1 May 1974 - 15 July 1974 - for design, development, testing documentation and implementation of the COMCON data lists.

2. One GIM-II computer programmer/analyst will be needed for 10% of his time to coordinate the OC interface with PERSIGN/STAFFING immediately prior to this project becoming operational, from 16 July 1974, onwards.

3. OC must provide the necessary clerical and administrative personnel, for approximately 50% of their time during the duration of the project. The support should consist of at most two(2) clerk/typists and one office ADP coordinator.

#### VII. CONVERSION

The normal OJCS time sharing facilities on CP/CMS will be used for the preparation and maintenance of data not provided by PERSIGN/STAFFING under Phase I.

#### VIII. DEVELOPMENTAL AND OPERATIONAL COSTS

The following is a breakdown of development and operational cost factors:

##### A. Development Breakdown

##### 1. Manpower

|                          |     |
|--------------------------|-----|
| a. number of data lists: | 3   |
| m/hrs. per data list:    | 40  |
| total m/hrs. (d/l):      | 100 |
| b. number of procedures: | 10  |
| m/hrs. per procedure:    | 40  |
| total m/hrs. (proc):     | 400 |
| c. number of reports:    | 15  |
| m/hrs. per report:       | 20  |
| total m/hrs.             | 300 |

|                            |          |
|----------------------------|----------|
| d. Data Conversion:        | 80       |
| e. manpower overhead (30%) | 264      |
| subtotal m/hrs (a.-d.):    | 880      |
| total man hours:           | 1144     |
| total man weeks:           | 28.6     |
| total personnel costs:     | \$19,448 |

2. Computer Costs

|                                |            |
|--------------------------------|------------|
| a. number of data lists:       | 3          |
| cost: \$215 X 3 =              | \$645      |
| b. number of procedures:       | 10         |
| costs: \$150 X 10 =            | \$1,500    |
| c. CP/CMS - GIM-II conversion: |            |
| number of files                | 3          |
| cost: 2000 X 3 X .2 X .88 =    | \$1,020 ** |
| Total CPU costs:               | \$3,165    |
| Total development costs:       | \$22,613   |

B. Operational Costs

|                                |             |
|--------------------------------|-------------|
| 1. Manpower - 2500 X .25 X 2 = | \$1,250 *** |
| 2. Computer - 800 X .85        | \$ 680 *    |
| Monthly operational costs:     | \$1,930     |

\* Estimated 800 trans/mo X \$.85 per CPU second.

\*\* Approximately 0.2 sec per GIM-II transaction processing on IBM 360/195.

\*\*\* Based on cost factor of \$2,500 per man/month, system useage of a2 hours/day, and 2 personnel interacting with the system.

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Project Leader  
AD/OJCS

STATINTL CONCUR:

6 MAY 1974

Representative Date

STATINTL

Approved For Release 2003/06/24 : CIA-RDP79-01578A000200090046-0

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## ATTACHMENT 1

The following Data Elements have been determined as supplemental requirements for the OC Personnel System not provided by PERSIGN/STAFFING in Phase 1.

| <u>DATA ATTRIBUTE</u>         | <u>DESCRIPTION</u>  |
|-------------------------------|---|
| OCDEPNO                       | Number of legal dependents that the individual claims for final tax purposes.   |
| OCDEPNAME                     | Multi-values field indicating the last, first and middle initial of a legal Dependent.  |
| OCDEPDOB                      | Associated dependent date of birth.   |
| OCDEPSEXR                     | Associated Sex/Race code of a legal dependent. Same codes as used in the PERSIGN Master Fiel. - data attribute, PERSEX RACE.  |
| OCDEPRELAT                    | Associated clear text description of the dependent's relationship. e.g. wife, husband, father, mother, etc.   |
| OCDEPNAT                      | Associated dependent nationality. e.g. U.S. Canadian, Austrian, etc.  |
| OCEDLEVEL                     | Highest Educational level attained by the individual - grades: 1-12; H.S. grad; Col Grad.   |
| OCETA                         | Estimated time of arrival. The estimated date (YMMDD) where an individual is expected to report to his new Duty Station on a reassignment action.   |
| OCETD                         | Estimated time of departure. The estimated date when an individual is expected to depart from his old duty station on a reassignment action (YMMDD).  |
| STAT <input type="checkbox"/> | Indicator showing whether or not an individual attended the <input type="checkbox"/> <input type="checkbox"/> briefing while stationed at Headquarters Prior to a reassignment action to an Overseas installation. Codes: Y, N. |

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ATTACHMENT 1

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |
|-----------------------|---|
| OCDAB                 | Drug Abuse briefing indicator. Whether or not an individual attended the Drug Abuse orientation <u>Prior</u> to an overseas reassignment or a TDY to an overseas installation.                            |
| OCPPERSEXT            | Numeric value representing the number of personnel extensions authorized for the individual in connection with a reassignment action to another installation.   |
| OASGCON               | Assignment considerations. Clear text description of factors which an individual feels should be taken into consideration in determining his next reassignment.   |
| OCSPECTNG             | Special Training required. Clear text description of the required training an individual must possess prior to reassignment or TDY to another installation. Usually pertains to an overseas reassignment. |
| OCPPNO                | Passport Number. Used as verification of an individual's forthcoming TDY to another (overseas) installation.  |
| OCPPXPDT              | Passport expiration date. Self explanatory.   |
| OCSHEXPDT             | Shots Expiration Date. The date of expiration of the last battery of shots which the individual was administered prior to a reassignment or to TDY to an installation requiring such shots.               |
| OCPHYSRDT             | Physical Reevaluation date. The date when an individual is scheduled for his next complete physical.  |
| OCPHYSLDT             | Date of last physical. When the last complete physical was taken by the individual.   |
| OCIMBCD               | Immobility Category Code. An indicator as to the category of Immobility   |

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| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>   |
|-----------------------|--|
| OCIMBCD (cont)        | encumbered on the employee. Used for determining the next station of assignment.<br>Codes: 1 - Temporary<br>2 - Indefinite<br>3 - Permanent  |
| OCIMBRDT              | Immobility reevaluation date. The date when the Immobility, if it exists, will be reviewed by the appropriate Administrative Unit.   |
| OCIMBINDC             | Immobility indicator. A code designating the source of the Immobility.<br>Codes: 1 - Employee<br>2 - Wife<br>3 - Child<br>4 - DEP/Mother/Father  |
| OCIMBTYP              | Type of Immobility.<br>Codes: 1 - Medical<br>2 - Administrative<br>3 - Security  |
| OCROKB                | Risk of Capture briefing. Indicator showing whether or not an individual attended a Risk of Capture briefing while stationed at Headquarters <u>Prior</u> to a reassignment or TDY action. |
| OCROKA                | Risk of Capture Area. Indicator showing whether or not a specific station is classified as being in a risk of Capture area.  |
| OCQUART               | Housing Descriptor. Whether or not the quarters at a particular installation are furnished (f) or unfurnished (UF).  |
| OCEDAVL               | Available Education. The education available at a particular installation.<br>Codes: (U.S. or Foreign)<br>1/2 - Highest Grade<br>CL - College<br>N - None                                  |

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| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>   |
|-----------------------|--|
| OCMEDFAC              | Medical Facilities available at an installation:<br>Codes:<br>A - Adequate<br>P - Poor<br>L - Limited  |
| OCFAMLMT              | Family Limitations as to the size of the individual's family at a post.<br>Codes:     S - single<br>MWF - Married W/Family<br>MNC - Married no children        |
| OCAUTOR               | Automobile restrictions at a post.<br>Codes:     R - Restricted<br>NR - No Restrictions<br>NA - Not Authorized   |
| OCTOUR                | Length of Tour at an installation.<br>Format is numeric for years; decimal point indicates portions of years.<br>e.g. if tour is 18 months, then Octour = 1.5. |
| OCTNGFAC              | Training Facility. The name of the training installation at which specific training was taken, field is multi-valued.  |
| OCCRSNME              | Course Title (s). The name of the courses taken at the training facility. Field may be multi-valued.   |
| OCCRSTDT              | Course start date. The date the course started.  |
| OCCRTRDT              | Course termination date. The date the course ended.  |
| OCTYTNG               | Type training code.<br>I - Internal<br>E - External  |
| OCTNG-HRS             | The number of hours of classroom time the individual spent during the course.  |

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |          |
|-----------------------|---|----------|
| ORGTITLE              | Organizational Title. The clear text description of organizational title.   |          |
| ORGATITL              | Abbreviated Organizational Title.   |          |
| ORGCSD                | Organization Career Service Designation. A code assigned to each level 1 and 2 organization only, which designates the Career Service to which the organization is associated.                                    |          |
| ORGTOTLPOS            | Organization Total Position Counter; all positions within an office, i.e. a count of the planned incumbency for all ceiling positions within an office organization record.                                       |          |
| ORGPOSCNT             | Organization Position Counter. A Count of the positions within an organization.   |          |
| ORGHQSTXT             | Organization Headquarters Test for a level 3 thru 8 organization record.<br>Codes: <div data-bbox="852 1150 1237 1262" style="border: 1px solid black; width: 237px; height: 53px; display: inline-block;"></div> | STATINTL |

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |          |
|-----------------------|---|----------|
| POSLOCATTXT           | Position Location Text. The text indicating the geographical location of a position; indicates either Country/City <input type="text"/> in which the position is located.   | STATINTL |
| POSSEQNO              | Position Sequence Number. A number assigned to each position that is used for the sequencing of positions within an organizational unit.  |          |
| POSSSN<br>q           | Position Social Security Number. The Social Security number or other identifying number for each employee assigned to the position maximum number permitted is 50.  |          |
| POSSCHGRSKI           | Schedule/Grade Sort Key #1. Two alphabets to identify that OP standard sort key when reporting schedules where GS grades appear but others do not.  |          |
| POSGRPRT              | Schedule/Grade Standard Print. The OP standard schedule and/or grade to be printed on reports when using schedule/grade sort key #1.  |          |
| POSHQSTXT             | Position Headquarters Text. The Headquarters Text for the Headquarters code in the position record.<br>Codes: <input type="text"/>  | STATINTL |
| ORGCODE               | Organization Code. The item ID of the STAFFING/ORG Data List, identifying a component within the Hierarchical structure of the Agency.  |          |
| ORCLEVEL              | Organization Level indicator, showing which level of Hierarchy this organization record is representing; codes:<br>1 - Directorate<br>2 - Office<br>3 - HQS and Intermediate<br>4 - Division<br>5 - Branch<br>6 - Section<br>7 - Unit<br>8 - Sub-Unit |          |

The following Data Elements from the STAFFING Organization and Position Data Lists will be used by OC for information:

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>   |
|-----------------------|--|
| POSNR                 | Position Number, used for assigning personnel to the position and identification of the position.  |
| POSORG                | Position organization code. The organization code assigned to a position, used to identify a position with a particular organization.  |
| POSPLINC              | Planned incumbency. The number of employees that are planned to be assigned to the associated position.  |
| POSSCHED              | The pay schedule of the position.  |
| POSGRADE              | Position Grade. A code denoting the Grade/Level/Rank of the position within a pay schedule.  |
| POSOCUP               | Occupational series code indicating the group and series that a particular occupation is associated with.  |
| POSTITLE              | Position Title. Clear text of the associated occupational series code.   |
| POSUFFIX              | An abbreviated SUFFIX to the position title indication a supervisory abbreviation or a geographical location.  |
| POSCSD                | Position Career Service Designation. A code assigned to each position that designates what Career Service the position is associated with.   |
| POSLOCAT              | Position Location code. A code designating the geographical location of a position. Foreign Location: Country/City; <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span> |
| POSAREA               | Position Geographical Area Code. A code designating the geographical area that a position is located in.   |

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| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |
|-----------------------|---|
| PERCURLOC             | Station code specifying station of latest location for the individual.  |
| PERCURLOCTXT          | Clear text description of an individual's current duty station.         |
| PEROSDATE             | Reflects the enroute, arrival and departure to PCS assignment overseas. |
| PEROSPCSLOC           | Station code of the PCS <u>arrival</u> to an overseas installation.     |
| PEROSPCSLTXT          | Clear text description of an arrival's PCS location.                    |
| PERORGDTIN            | Date an individual is assigned to a position within an organization.    |



| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |
|-----------------------|---|
| PERMATJUNITC          | specific cover units are attached.<br>Codes: standard within MCS.   |
| PERMAJUNTXT           | Clear text description of the cover unit designated by cover type code (PERMAJUNITC).   |
| PERSCH                | Schedule; an acronym for the system Governing the establishment of compensation.  |
| PERGR                 | Grade; designation of an employee's actual grade.   |
| PERSTEP               | Step in grade.  |
| PERASALARY            | The annual salary of a given schedule based on the pay basis field (PERPAYB).   |
| PERDOG                | Date of grade. The date of individual first obtained his current grade.   |
| PERCSEOD              | Current service entry-on-duty date; date of last true appointment.  |
| PERLCD                | Longevity computation date, representing the date an individual would have begun his Agency employment if all appointed, contractual or officially detailed service were continuous.<br>Date cannot pre-date: Sept. 18, 1947. |
| PERMS                 | Marital status of an individual. Code designation.  |
| PERRTMT               | Retirement system code indicating the retirement plan the individual is entitled to. For T/O Employees.   |
| PERRTMTTXT            | Clear text description of the retirement system code.   |
| PERCURLOCX            | Code designating the type of current location of the station code (PERCURLOC) appearing in current location. Associated codes.  |

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>  |
|-----------------------|---|
| PEROVERLAP            | The ID (Social Security Number) of the <u>new</u> employee who replaces an employee whose record contains the overlap, stored in the record of the <u>old</u> employee (i.e. the one to be replaced). |
| PERHQ                 | Official General Geographic location of the personnel in organizational units.<br>Codes are:  |
|                       | <div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div>  |
| PERHQTXT              | Headquarters text - the associated clear text for the Headquarters code.  |
| PERSTAN               | Station Code referring to a specific duty post to which the individual is assigned. Will also be the item ID of the OC Station registry file.   |
| PERSTANTXT            | Country/City text; the associated clear text for the station code in PERSIGN (PERSTAN)  |
| PERORGCODE            | Organizational component used as a link to the ORG data list in STAFFING.   |
| PERSD                 | Career Service designation, used to identify staff personnel with the Career Services to which they are assigned.   |
| PERDEVC               | Development Complement code. An acronym representing the reason an employee is in a non-work status or is not performing a staffing assignment at the grade of the position.                          |
| PERDEVDI              | Data of Assignment into DEVCOMP status, or a date from which an individual has been in continuous DEVCOMP status.   |
| PERDEVNTE             | Expiration date for the assignment of an employee into a DEVCOMP status.  |

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The following data elements from the PERSIGN data lists will be used by OC for retrieval purposes:

| <u>DATA ATTRIBUTE</u> | <u>DESCRIPTION</u>   |
|-----------------------|--|
| PERSSN                | Social Security number; item ID of the PERSIGN data lists and item ID of OC data lists.  |
| PERNAME               | True name of an individual - last, first middle initial.   |
| PERDOB                | An individual's date of birth.   |
| PERSEXRACE            | Sex/Race indicator - combined as a two character identifier. First character indicates Sex (M or F); 2nd shows racial category code. |
| PERSERIAL             | Embedded employee number.  |
| PERSFN                | Security file number - assigned by Office of Security.   |
| PERTOA                | Multi-valued field indicating the latest personnel actions on that individual; maximum of 5.   |
| PERDOA                | Latest date of personnel action authorized by OP for the individual.   |
| PERPDATE              | Date the latest personnel action was posted to the data base; action process date.   |
| PEROCCE               | Occupational series code; the standard designation for an employee's occupational title within an occupational group.                |
| PEROCCETXT            | Occupational text description for an employee's occupational series code (PEROCCE).  |
| PERPOSNO              | Number assigned to a position on the position control register (PCR) or created for DEVCOMP or PENDR.                                |

ATTACHMENT 2

The following reports can be produced entirely as stated or in part in Phase I:

1. Personnel Title Alpha Listing

Elements;      Social Security Number, Name (Last, First, Middle)  
                 ✓ Date of birth  
                 Sex/Race code  
                 ✓ Agency EOD date  
                 Employee serial number  
                 ✓ Marital Status  
                 ✓ Schedule/Grade/Step  
                 ✓ Date of Grade  
                 ✓ Retirement system  
                 ✓ Station Text  
                 ✓ Occupational Title  
                 ✓ Career Service designation  
                 ✓ Cover type

2. OC Manning Table

Elements:      Social Security Number  
                 Cover Type  
                 Position number  
                 Station Text  
                 Occupational Title  
                 Grade  
                 Name  
                 Position Grade  
                 Career Service Designation  
                 Overseas date  
                 Estimated time of departure  
                 New Station of Assignment  
                 Replacement name  
                 Grade of replacement  
                 Estimated time of arrival of replacement  
                 Organization title

3. OC Strength and Ceiling Report

Elements:      Career Service Designation  
                 Position Number  
                 Planned incumbency  
                 Headquarters text

4. CEL Responsibility List

Elements:      Area Text  
                 Social Security Number  
                 Career Service Designation  
                 Sched/Grade  
                 Name

5. Position Vacancies

Elements:      Area/Location Text  
                 Position Number  
                 Position SD  
                 Position Title  
                 Position Grade  
                 Incumbent Name  
                 Social Security Number  
                 Incumbent SD  
                 Estimated Time of Departure  
                 Replacement Name  
                 Replacement Sch/Grade  
                 Estimated Time of Arrival  
                 Later Transfer information  
                 Overlap SSN

6. Personnel Assigned DEVCOMP

Elements:      Social Security Number  
                 Name  
                 Sched/Grade  
                 Area/Station Text  
                 Estimated Time of Arrival

7. Grade/Panel Mis-Slots

Elements:      Social Security Number  
                 Sched/Grade  
                 SD (Panel)  
                 Area/Station Text  
                 Position Number  
                 Position Grade  
                 Position SD  
                 Date of Grade

8. Personnel Rotations

Elements:      Social Security Number  
                 Incumbent Name  
                 SD  
                 Estimated Time of Departure  
                 Area/Station Text  
                 Type Cover  
                 Position Number  
                 Position Title  
                 Position Sched/Grade

9. Immobiles:

Elements: Social Security Number  
Name  
SD (Panel)  
Category of Immobility  
Reevaluation Date  
Immobility Code  
Immobility Type  
Organization Code  
Position Number

10. True/Pseudo Cross-Reference Listing

Elements: Social Security Number  
True Name  
Pseudo Name  
SD (Panel)  
Organization Text

11. Lateral Transfer Information

Elements: Station Code & Text  
Associated Station Information Data

12. World-Wide TDY Standby

Elements: Social Security Number  
Standby Indicator  
Name  
Date of Birth  
Sched/Grade  
Occupational Title  
SD

13. OC Position Responsibility

Elements: Position Number  
Station Code  
Station Text  
Area Text  
Position Ceiling  
Position SD  
Position SCH/Grade

14. Career Panel Position Responsibility List

Elements: Position Number  
Planned Incumbency  
Position Title  
Position Sched/Grade  
Position Organization  
Code

14. Career Panel Position Responsibility List (cont)

|           |                             |
|-----------|-----------------------------|
| Elements: | Position Location           |
|           | Position Area               |
|           | Incumbent SSN               |
|           | Incumbent Name              |
|           | Incumbent Sched/Grade       |
|           | Incumbent SD                |
|           | Estimated Time of Departure |